



Community Development
10000 Centennial Parkway
Sandy, Utah 84070
Telephone # (801) 568-7250
Facsimile # (801) 568-7278

Zone Change and Code Amendment Requirements

Revised December 2007

Information Required For a Complete Submittal

1. The applicant/property owner shall submit the following information to the Community Development Department:
 - a. _____ **Completed General Development Application Form** (Including proof of ownership of property or proof that applicant is a certified agent for property owner for a Zone Change Request.)
 - b. _____ **Neighborhood Meeting/Discussion** may be required, as determined by Staff, with residents within the notification area. If directed by Staff, contact the area neighborhood coordinator first to schedule a meeting time. Your neighborhood coordinator is:

Name _____ Phone _____
Address _____
 - c. _____ **Letter formally requesting the Zone Change or Code Amendment** and stating the reasons for the request.
 - d. _____ **Legal Description** of Property of the requested Zone Change.
 - e. _____ **Property Plat** of the area of the requested Zone Change. This information is available from the Salt Lake County Recorder's Office located at 2001 South State Street, Government Center, North Building, Salt Lake City, UT.
 - f. _____ **Names and Addresses of all Property Owners of Current Record**, including your own, within 300 feet in all directions of the proposed project area, typed on mailing labels. (This information is available from the Salt Lake County Recorder's Office, 2001 S. State St.)
 - g. _____ **Filing Fees:** Zone Change - **\$450.00** + postage for mailing notices (Verify fee with Staff)

Code Amendment - **\$380.00** (Verify fee with Staff)
2. The application should be filed no later than 3 weeks prior to the desired public hearing date before the Planning Commission. The Planning Commission generally meets on the 1st and 3rd Thursday of each month.
3. The Planning Commission may consider the following items when reviewing the proposed Zone Change/Code Amendment:
 - a. Is the change reasonably necessary?
 - b. Is it in the public interest?
 - c. Is it in harmony with the objectives and purposes of the future development of Sandy City?
 - d. Is the change consistent with the General Plan?
4. The Planning Commission will make a recommendation at their meeting to the City Council on the proposed change. The City Council shall schedule a public hearing to discuss the proposed Zone Change/Code Amendment a minimum of 15 days but not more than 45 days following the review by the Planning Commission. Notice of such hearing shall be published in at least one newspaper of general circulation in Sandy City at least 15 days prior to such hearing.
5. The City Council, following the public hearing, will pass a motion either approving or denying the requested Zone Change/Code Amendment. Their decision is final. If the request is approved, an official Zoning Ordinance will be drawn up, signed and filed. The property applicant/property owner may then obtain a copy of the ordinance, if he so desires.
6. Re-submission. If an application for amendment is denied by the City Council, re-submission of an application for the same amendment shall not be allowed for a period of 12 months, unless totally new facts or information are presented.